



BDI-2 Data Manager™

**Guide to Use for the South Dakota Birth-to-Five
Child Outcomes Measurement System**

The Data Manager is a product of
Houghton Mifflin Harcourt - Riverside
3800 Golf Road, Suite 200
Rolling Meadows, IL 60008 USA
Phone: 800.323.9540 • Web: www.riversidepublishing.com

Table of Contents

Introduction and Getting Started.....	3-4
Searching and Adding Child Records.....	5-8
Adding Assessment Data.....	8-12

1

Introduction and Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood assessment instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

This manual is intended for users of the BDI-2 Data Manager in the South Dakota Birth-to-Five Child Outcomes Measurement System. Data collected will be used to report on Indicator 3 (Part C) and Indicator 7 (Part B) of the State Performance Plan. These indicators relate to outcomes for preschool children with disabilities. South Dakota is required to report on whether preschool children with disabilities are making progress in:

1. Social/emotional skills
2. Skills related to the acquisition and use of knowledge (to include communication and early literacy skills), and
3. The use of appropriate behaviors to meet their needs (adaptive skills).

Each user is assigned a login and password depending on the functions they need to perform and the data they are entitled to access.

Benefits

- New items based on the current best practices in early childhood standards
- Clear, comprehensive norms, sensitive to the rapid development of children
- Clear, comprehensive scripted Interview items with follow-up probes designed to provide complete information of the child's development
- Flexible administration allows for use by a team of professionals

- Expanded range of items in all domains to measure development from birth through 7.11 years
- CD Rom and Web-based computer scoring options give a wide range of reports from which to choose
- *BDI-2 Spanish* also available
- Ideal for [universal screening](#) in problem-solving models like [Response to Intervention \(RTI\)](#)

Technical Support

For technical assistance regarding use of the Data Manager, please use the following contact information:

E-mail: rpcsupport@hnhpub.com

Phone: 800.323.9540 ext 6070

Hours: Monday-Friday 8AM to 6PM CT

Logging on to BDI-2 Data Manager

1. Enter the following link in your internet browser:

<http://www.bdi2datamanager.com>

2. Enter your **Login ID**
3. Enter your **Password**
4. Click **Login**

(To receive a login and password, please contact Wendy.Trujillo@state.sd.us)



2

Searching For Children Records

Before adding a child record, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Child Administration** ➔ **Search Child**.



2. A) To see all children in your district or program, select the top level of the drop-down list in the blue box and click Search. **The ONLY children whose records you will see are children whose assessment data were entered by your district or program.**
B) Enter information in one or more of the identifying information fields and/or select criteria from the drop-down list.

3. If the child exists in the system, you can complete the following activities for that child:



- Edit a child's identifying information (this can always be updated and/or changed)
- Delete a child's assessment (can undelete the assessment later, if necessary)
- Enter or change **assessment data**
- Create and view a **report**
- Enter test item notes

Adding child records

1. If a child is not found in the system after conducting a search, add the child's record by choosing **Child Administration ➔ Add Child**.



2. Fill in the required information (fields marked with a red asterisk). These include: First name, last name, child ID (if available), DOB (must be entered as MM/DD/YYYY), gender, and ethnicity. The child's ethnicity must be entered using the menu provided.

3. Scroll down and select on the name of the Local Program or School District to which the child will be assigned. The name will be highlighted. In some cases there may be more than one option to assign.
4. Next, Click **Assign**. In a couple of seconds, the name of the Program or District you selected will now show in the **Location Summary - Program/Dists Summary**.

5. Select the Location until highlighted and Scroll down to the **Available Group**. Click or select the name available.
6. Next, click **Assign**. The group or class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group or class, and a description of the group or class is shown in the area entitled Group Summary.

NOTE: You must assign each student to an available School and Classroom!


7. Click **Save** to finish or click **Save & Add Another Child** if you want to add another child's record.

3

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child.

Enter new assessment data for a selected child

1. To add assessment data to a child's record, first search for the child.
2. Click the **Assessment** icon () to add assessment data to a child's record.
3. If this is the first assessment on this child, you will receive the message that there are no assessments for the child. If the child has been assessed previously, you will see the date the assessment was administered along with general information on which subtest data were entered.

Assessment(s) for Thomas Armstrong
Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.

To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.




To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.

To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.

To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

☐ Complete Assessment ☐ Screener ☐ Deleted ☒ All

Actions:   

New Complete Assessment **New Screener**

There are no assessment(s) for this child

(This child has no assessment data in Data Manager as indicated by the message "There are no assessment(s) for this child" (at the bottom). To enter assessment data, select either **New Complete Assessment** or **New Screener**) Or if there is an assessment already completed...

South Dakota Battelle Online Data Manager Guide for Measuring Child Outcomes

Assessment(s) for Morgan Addison
Use this page to view a list of assessments administered to a child and to edit or add assessments.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that have been deleted, click the **Deleted** button.

To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener assessment, click the **New Screener** button.

To merge assessment information, click the check boxes preceding the assessments you wish to merge, then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.

To delete an assessment from the child's record, click the corresponding **Delete** icon. When the confirmation message appears, click **OK** button to remove the assessment from the list. To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment.

☐ Complete Assessment
 ☐ Screener
 ☐ Deleted
 ☒ All
 New Complete Assessment

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	OB	Program Note
<input type="checkbox"/>	8/29/2007	-	Complete Assessment	X	I	X	X	X		

Merge Selected

This child has had assessment data entered previously (the Complete Assessment on August 29, 2007). To enter new assessment data, select either **New Complete Assessment** or **New Screener**.

4. To continue an assessment that was started previously or view assessment scores, click on the date (under First Date) to open the record.
5. Depending on which assessment was administered or is being administered to the child, select either **New Complete Assessment** or **New Screener**. (For this example, **New Complete Assessment** has been selected.)
6. Select **Item Details** or **Raw Scores**. This will depend on whether or not you have previously scored the assessment by hand. If you have not scored the assessment by hand you will need to select the item details tab. If you have already scored the assessment by hand you will need to select the raw score tab and manually enter the scores.

First Test Date:
Birthdate: 4/21/2005

☐ Raw Scores 123
☒ Item Details
Test Observations Domain Totals

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Self-Care	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal Responsibility	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-

7. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.

☐ Raw Scores ☒ Item Details

Select Domain	<input checked="" type="checkbox"/> All	Test Date	Examiner	Raw Score	Spanish S 1/0	AE	PR	SS
Adaptive								
Self-Care	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal Responsibility	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Personal-Social								
Adult Interaction	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Peer Interaction	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Self-Concept and Social Role	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Communication								
Receptive Communication	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Expressive Communication	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Motor								
Gross Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Fine Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Perceptual Motor	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Cognitive								
Attention and Memory	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Reasoning and Academic Skills	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-
Perception and Concepts	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	-	-

Entering the Program Note

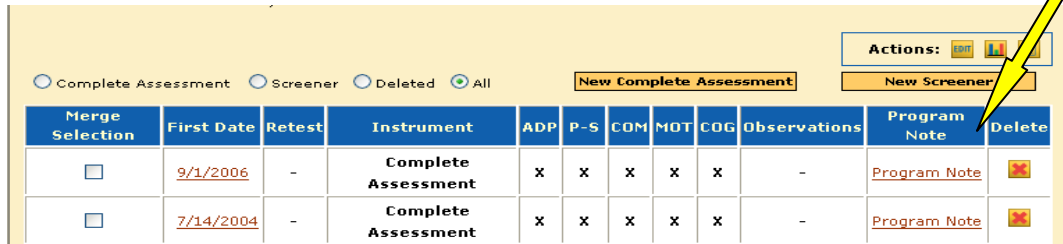
1. Once the test has been completed you will need to save the information
2. After the assessment has been saved you will need to scroll back down and select the "back" button.

[Home](#)
[Hierarchy Organization](#)
[Staff Administration](#)
[Child Administration](#)
[Reports](#)
[Import/Export](#)

Adult Interaction	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	30	37	9
Peer Interaction	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	17	<1	2
Self-Concept and Social Role	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	6	<1	1
Communication									
Receptive Communication	<input type="checkbox"/>	9/1/2006	Beth G	14	<input type="checkbox"/>	<input type="checkbox"/>	11	<1	1
Expressive Communication	<input type="checkbox"/>	9/1/2006	Beth G	17	<input type="checkbox"/>	<input type="checkbox"/>	6	<1	1
Motor									
Gross Motor	<input type="checkbox"/>	9/1/2006	Beth G	23	<input type="checkbox"/>	<input type="checkbox"/>	10	<1	1
Fine Motor	<input type="checkbox"/>	9/1/2006	Beth G	21	<input type="checkbox"/>	<input type="checkbox"/>	28	25	8
Perceptual Motor	<input type="checkbox"/>	9/1/2006	Beth G	12	<input type="checkbox"/>	<input type="checkbox"/>	13	<1	2
Cognitive									
Attention and Memory	<input type="checkbox"/>	9/1/2006	Beth G	11	<input type="checkbox"/>	<input type="checkbox"/>	3	<1	1
Reasoning and Academic Skills	<input type="checkbox"/>	9/1/2006	Beth G	14	<input type="checkbox"/>	<input type="checkbox"/>	28	25	8
Perception and Concepts	<input type="checkbox"/>	9/1/2006	Beth G	12	<input type="checkbox"/>	<input type="checkbox"/>	13	<1	2

[Back](#)
[Save](#)
[Delete](#)

3. Next, select the bottom right tab labeled “**program note**”.



The screenshot shows a web application interface with a table of assessment data. At the top, there are radio buttons for 'Complete Assessment', 'Screener', 'Deleted', and 'All', with 'All' selected. To the right of these are buttons for 'New Complete Assessment' and 'New Screener'. The table has columns: 'Merge Selection', 'First Date', 'Retest', 'Instrument', 'ADP', 'P-S', 'COM', 'MOT', 'COG', 'Observations', 'Program Note', and 'Delete'. The 'Program Note' column contains links labeled 'Program Note'. A yellow arrow points to the 'Program Note' tab in the bottom right corner of the table.

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	9/1/2006	-	Complete Assessment	x	x	x	x	x	-	Program Note	
<input type="checkbox"/>	7/14/2004	-	Complete Assessment	x	x	x	x	x	-	Program Note	

4. Enter the purpose for testing information into Program Note

The purpose for which the BDI2 was administered needs to be entered as a Program Note within each assessment. DOE cannot track your districts progress without this information!! The Purposes are as follows:

- **Part C Entry** (student is eligible for b-3 services)
- **Part C Exit** (student is exiting b-3 services and not eligible for 3-5)
- **Transition** (student is aging out of Part C and determined eligible for Part B)
- **Part B Entry** (student is eligible for 3-5 and was not previously in b-3)
- **Part B Exit** (student is exiting the 3-5 program or turning 6)
- **NA** (student not initially determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)

- **THE PROGRAM NOTE TEXT IN BOLD MUST BE ENTERED EXACTLY AS WORDED ABOVE. PLEASE DO NOT ADD ADDITIONAL TEXT/WORDING.**

- You may choose to use Program note 2 instead and use the dropdown menu.